

## **FAQ**

The New Jersey Department of Education offers unpaid summer internships to students in college. The program allows you to explore career options as well as develop your personal and professional skills. As a student intern, you will be exposed to the Department's work environment and will learn about the mission and responsibilities of various divisions and offices.

The Volunteer Summer Internship Program can enrich your future. Some of the benefits include:

- Career exploration early in your academic studies.
- Exposure to new and emerging education trends
- Academic credit for the work you perform. (This is determined by your academic institution.)
- Work experience which will enhance your ability to obtain paying jobs in the future.

### **Am I Eligible?**

You are eligible to participate as a Student Intern if you are enrolled, at least half-time, in:

- a junior or community college;
- a four-year college or university; or
- any other accredited educational institution.

### **What Types of Positions Are Available for Student Volunteers?**

Student Interns are involved in professional projects and work activities related to their academic studies. These activities run the gamut from developing computer skills to policy or research oriented projects involving such diverse topics regarding education initiatives, concerns, and legislative issues. Depending upon the selected office or bureau student internship assignments will differ, but all promise to be stimulating and rewarding.

We recommend that student interns develop a work agreement in collaboration with their college and placement office. The agreement should outline the responsibilities of each partner. It may also identify the type(s) of assignment(s) and the conditions under which you will work.

### **For How Long and When Would I Work?**

Most student interns will work for two to three months. Your work may be performed during the school year and/or during summer or school vacation periods. The nature of your volunteer assignment as well as your weekly work schedule should be part of your work agreement.

### **Will I be Paid?**

No. The New Jersey Department of Education will assist you in your attempts to secure college course credit.

### **How Do I Become a Student Volunteer?**

If you are interested in becoming a student intern with the New Jersey State Department of Education:

Click on <http://www.state.nj.us/njded/genfo/overview/> to view a description of the work and responsibilities of the participating offices and divisions within the Department.

Thank you for your interest in the New Jersey Department of Education.

**The New Jersey Department of Education**  
**Volunteer Summer Internship Program Application**

**INSTRUCTIONS**

**NOTE:** Please read the instructions and application **carefully** before completing the application. The selection of candidates will be influenced by the thoroughness of the completed application.

Completed applications must be postmarked no later than **April 15, 2005**.

**NEW JERSEY DEPARTMENT OF EDUCATION  
Volunteer Summer Internship Program  
Information Form**

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**College/University/High School Information (Name of school)**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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**College /University Advisor/ High School Guidance Counselor**

**Contact:** \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX \_\_\_\_\_

E-mail address: \_\_\_\_\_

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**Personal Information:**

Applicant  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number#: \_\_\_\_\_ Cell# \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Major/Degree: \_\_\_\_\_

Areas of Interest: \_\_\_\_\_

**(Please identify office in which you are interested in working)**

Summer 2005

**Hours/Days per week available:** \_\_\_\_\_

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**Please complete, mail or fax with a copy of your resume to:  
Lillian Terry, Administrative Assistant  
New Jersey Department of Education  
Office of the Chief of Staff  
P.O. Box 500  
Trenton, New Jersey 08625-0500  
FAX (609) 777-4538**